

PROCEDURE 0110.06  
Issued January 1, 1994

SUBJECT: Facility Studies.

APPLICATION: Executive Branch Departments and Sub-units.

PURPOSE: To establish a uniform procedure for agencies interested in obtaining special studies related to the use and operation of an existing facility or the need for an additional facility/building.

CONTACT AGENCY: Department of Management and Budget (DMB), Office of Facilities, Design Division  
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SUMMARY: Executive Branch departments and Sub-units may request DMB, Office of Facilities, Design Division, to obtain the services of an individual contractor to obtain special studies related to the use and operation of an existing facility or the need for an additional facility.

APPLICABLE FORMS: DMB-400, -402, -403, -410, -418, -427, -429, -430, -440, -443, -446, -450, -461, -462, -466, and -467, and the Contract for Professional Services.

PROCEDURES:

Agency:

- Requests funding authorization for special study to DMB, Budget Offices.

Budget:

- Reviews request and makes recommendation to the director of the DMB.

DMB Director:

- Includes request for authorization of the special study in the annual Capital Outlay bill.

Legislature:

- Approves Capital Outlay bill.

Agency:

- Submits a program statement to Budget Offices.

Budget:

- Approves program statement and forwards to DMB, Office of Facilities.

Facilities:

- Conducts a professional service selection. See Procedure 0110.09.
- Submits a recommendation for professional services contract to the director of the DMB.

DMB Director:

- Submits request for funding to Joint Capital Outlay Subcommittee (JCOS).

JCOS:

- Approves funding for study.

Facilities:

- Prepares work order or Miscellaneous Operating Project form to release funds for study.
- Prepares contract with professional service contractor and submits to the director of the DMB for approval.

DMB Director:

- Approves contract with professional.

Facilities:

- Obtains appropriate insurances and signatures from professional and director of the department and the director of the Office of Facilities.
- Executes contract.

Professional Service Contractor:

- Prepares study and submits to the Office of Facilities, along with request for payment.

Facilities:

- Reviews study with requesting agency and submits a copy to JCOS. Processes payment voucher so that warrant can be issued to contractor.

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